

# INTER-OFFICE MEMO



**DATE** March 8, 1999

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**FROM** **CHARLES R. JERVIS**, Director  
County Medical Center

**TO** **BOARD OF SUPERVISORS**

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**SUBJECT** **REVIEW DATES OF POLICY AND PROCEDURE MANUALS FOR  
DEPARTMENTS AND SERVICES AT THE MEDICAL CENTER**

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The following is a list of the last review dates for the policy and procedure manuals of the departments and services at the Medical Center.

Administration

ARMC Standard Practices Manual 1-21-99

Ambulatory Services

Emergency Department 3-5-99

Family Health Centers 3-5-99

Operation and Procedure Scheduling 3-5-99

Outpatient Specialty Care 3-5-99

Patient Reception 3-5-99

Rehabilitation Services 3-5-99

Human Resources Department 8-31-98

Laboratory Services

Anatomic Pathology and Cytology 8-31-98

Bacteriology 8-27-98

Blood Bank 8-31-98

Chemistry 8-27-98

Coagulation 8-27-98

General Policies and Procedures (for department) 8-31-98

Hematology 6-10-98

Laboratory Information System 8-31-98

Media 8-27-98

Mycology, Mycobacteriology, and Virology 8-27-98

Parasitology 8-27-98

Phlebotomy 8-31-98

Serology 8-27-98

Urinalysis 8-31-98

Patient Services

Clinical Social Work Department	10-21-98
Department of Nursing	10-21-98
Education Development Department	2-2-99
Medical/Surgical Units	10-21-98
Infection Control and Employee Health	12-11-98
Neonatal Intensive Care	10-15-98
Newborn Nursery	10-21-98
Obstetrics and Gynecology	10-21-98
Operative Services	10-21-98
Pediatrics	10-21-98
Renal Transplant Service	1-7-99
Specialty Care Units	10-21-98
Sterile Processing	10-21-98
Volunteer Management Department	10-21-98

Professional Services

County Medical Services Plan	12-22-98
Medical Library	8-13-98
Medical Photography	11-4-98
Medical Records	1-11-99
Medical Staff Office	9-23-98
Performance Improvement/Utilization Management Department	9-24-98
Pharmacy	7-16-98

Radiology

Nuclear Medicine	10-13-98
Radiology	10-13-98

Respiratory Care Services

Blood Gas Laboratory	10-6-98
Cardiac Diagnostic Services	10-6-98
Neonatal Intensive Care	10-6-98
Pulmonary Function Laboratory	10-6-98
Respiratory Care Services	10-6-98

Support Services

Clinical Dietetics	6-15-98
Dietary	6-15-98
Environmental Services	10-15-98
Facilities Management	8-26-98
Materiel Management	10-5-98
Safety Manual	8-21-98
Security	10-6-98
Telecommunications	1-11-99

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